

**SES Performance Requirements  
Diversity and Equal Employment Opportunity  
Component**

<b>1. Positive Steps are taken to incorporate diversity into business strategy of the organization or program/project.</b>		
<b>Examples:</b>		
<b>Date</b>	<b>Event/Occurrence</b>	<b>Action</b>
	Hire new employee	Choose qualified applicant with a disability. Applicant is blind but with reasonable accommodation, can perform job effectively.
	Solicit information from ODEO	Periodically request directorate demographic diversity information from ODEO.
	Request list of Schedule A candidates	Seek guidance and technical assistance from OHC and ODEO regarding Schedule A appointments to hire individuals with disabilities.
	Participate in Recruitment Event	Team Lead participates in recruiting event with OHC at a HBCU.
	Targeted Recruitment	Designate vacant coop/intern position for targeted recruitment of minority/disabled student.
	ODEO <i>Lagniappe</i> Article	Contact ODEO--volunteer to write monthly ODEO article for <i>Lagniappe</i> outlining Directorate's approach to incorporating diversity in its business strategy.
<b>2. An inclusive work environment is sought where employees are engaged, valued and respected for their individual and cultural differences, treat one another fairly and with respect, and their talents are fully utilized, regardless of background.</b>		
<b>Examples:</b>		
<b>Date</b>	<b>Event/Occurrence</b>	<b>Action</b>
	Four Generations Focus Group	Establish a focus group within organization to discuss how to improve communication among the four generations that are currently in the workplace.
	Conduct brainstorming session	Team Lead conducts brainstorming session with all employees to resolve a unique issue.
	Attendance at Asian Pacific Heritage Month event	Manager sends email to staff encouraging employees to attend event. As a result, 60% of staff attends.
	Encourage participation in Stennis Diversity Council event	Appoints employee to serve on Stennis Diversity Council event committee.
	Manager observes employee telling inappropriate joke and using offensive language	Manager reacts immediately to stop behavior. Contacts ODEO for direction. Counsels employee about inappropriate jokes, language, and behavior.
	Highlight Employee	During Hispanic Heritage Month, Hispanic employee is invited to share ancestral culture at staff retreat.
<b>3. The work environment encourages the open and honest exchange of information and expression of ideas, diverse opinions, and dissenting views while presenting one voice to the public.</b>		
<b>Examples:</b>		
<b>Date</b>	<b>Event/Occurrence</b>	<b>Action</b>
	Directorate Staff Meetings	Director sets aside time at the end of each department staff meeting to encourage participation and solicit input from each employee.
	Office Meetings	Ensure Managers/Team Leads solicit diverse points of view in meetings and offer alternative methods for expressing ideas, e.g. open-door policy, one-on-one conversations, emails.

	Training for Office Staff	Use trained facilitators to encourage open exchange of information to deal with situation unique to department.
	Employee Award	Award given quarterly to recognize employee for open and honest exchange of information.
<b>4. Strives to create and maintain a work environment that is free of discrimination, harassment, and retaliation of any kind and accessible to qualified individuals with disabilities.</b>		
<b>Examples:</b>		
<b>Date</b>	<b>Event/Occurrence</b>	<b>Action</b>
	Request ODEO staff to attend department staff meetings	Initiate request for ODEO staff to attend department staff meetings on a quarterly basis. Allow 15 minutes at beginning of meeting for updates and briefings from ODEO staff.
	Solicit input from ODEO	Ensure that supervisors and middle managers solicit input and guidance from ODEO concerning interview questions, EO related issues, etc.
	ODEO participation on Interview Panel	Invite ODEO to participate on Interview Panel for upper management position.
	Employee requests reasonable accommodation	Promptly contact ODEO for direction. Employee provided with special computer equipment through CAP to accommodate limitations.
<b>5. Conflicts are resolved in a positive and constructive manner and complaints of discrimination are resolved, if possible, by engaging in an alternate dispute resolution (ADR) process.</b>		
<b>Examples:</b>		
<b>Date</b>	<b>Event/Occurrence</b>	<b>Action</b>
	Conflict Management Training	80% of department employees attend Conflict Management training.
	ODEO Briefs staff on ADR process	Invite ODEO to update managers/supervisors on ADR process.
	Employee alleges sexual harassment	Promptly contact ODEO for direction. Meet with ODEO and Anti-Harassment Team to resolve matter. Request that ODEO brief staff on anti-harassment procedures.
	Request Conflict Management Training	Contact ODEO to request conflict management training unique to Directorate's specific needs.
<b>6. Efforts to ensure transparency in personnel practices are undertaken so that all employees know of opportunities for mentoring, developmental programs, details, special assignments, etc</b>		
<b>Examples:</b>		
<b>Date</b>	<b>Event/Occurrence</b>	<b>Action</b>
	Announce detail opportunity to all employees	Division manager sends email giving all employees opportunity to apply for a 6 month detail at another center.
	Solicit mentors	Send announcements to all qualified employees to serve as a mentor in the Mentoring Program.
<b>7. Positive steps are taken to include demographic diversity in the organization/program/project.</b>		
<b>Examples:</b>		
<b>Date</b>	<b>Event/Occurrence</b>	<b>Action</b>
	Solicit input from ODEO	Prior to interviewing for an open position, request that ODEO provide snapshot of demographic diversity for department. Consider this information when filling position to ensure that under-represented groups are included.
	Select diverse group for Special Project	Select White female, Asian male, Native American female, White male, and student intern to serve on XYZ project.